

## SUPPLIER QUALITY RELEASE

SII/RII No:		Date:
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### I. General Information:

Project Name:			
PO No:		Rev.:	
Supplier:			
Procurement Agent:			
Shipment:	<input type="checkbox"/> Partial <input type="checkbox"/> Final		

### II. Material Description

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### III. Release Checklist

SII Plan Requirements Complete?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (If identified "No" provide explanation in comments section below)
I/CR's (form 540.33) and PCNs (form 540.32), If Required, Approved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (If identified "No" provide explanation in comments section below)
Vendor Data (form 431.14) Complete Per Vendor Data Schedule?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (If identified "No" provide explanation in comments section below)
Procurement Agent Notified of Shipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (If identified "No" provide explanation in comments section below)
PSQE Notified of Shipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A (If identified "No" provide explanation in comments section below)
<input type="checkbox"/> Conditional <input type="checkbox"/> Unconditional	Explain conditional releases in comments section.		

### IV. Comments

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### V. INEEL Supplier Quality Representative Sign Off

Supplier Quality Representative (SQR) Print/Type Name	Supplier Quality Representative (SQR) Signature	Date

### VI. Supplier Approval For Shipment

Procurement Agent Notified of Shipment	Date:	
Required Vendor Data Ready for Shipment	Date:	
Supplier's Representative Print/Type Name	Supplier's Signature	Date

**This form does not constitute final acceptance. See instruction sheet.**

## SUPPLIER QUALITY RELEASE

### INSTRUCTIONS

An INEEL representative will initiate (Form 414.20), "Supplier Quality Release" when required by Purchase Order or Subcontract.

Blocks 1 through 4 will be completed by an INEEL representative, and Block 6 by the Supplier.

1. Enter:  
Project Name  
PO Number  
Supplier  
Procurement Agent
2. Enter a brief description of items being released, including applicable drawing number(s), dash or item number(s), drawing revision letter, specification(s), and serial number(s).
3. Self-Explanatory
4. Record any unusual circumstance, such as a conditional release, outstanding ICRs, PCNs, etc. If necessary use additional sheet(s).
5. INEEL representative signs and dates this Block when items 1 through 4 are completed.
6. The Supplier's representative shall sign and date, verifying the INEEL Procurement Agent listed in Block 1 has been notified.
7. Signature and date of the Supplier's authorized representative indicating shipping date.
8. In case of partial release, the supplier shall maintain copies of each sequential "Supplier Quality Release" and establish complete accountability of material release on final shipment.
9. Supplier shall include a copy of the completed form with each shipment.